

## **Training on Reporting NASA Property in the Custody of Contractors (NASA Form 1018)**

To improve financial reporting of NASA's property in the custody of contractors and simplify individual workloads, NASA developed a training course for contractors and civil servants with responsibilities for reporting and accounting for this property. The objective of the course is to provide participants an enhanced understanding of the process and rules for completing the NASA Form (NF) 1018, both manually and using the NF 1018 Electronic Submission System (NESS).

The course is divided into three modules and is taught over a day and a half. Each class is conducted in a classroom setting limited to 25 participants to ensure there is ample opportunity for discussion and understanding of the subject matter. The topics covered include:

### ***Module 1 – Process Overview***

- The importance of completing the NF 1018
- The overall process for completing the NF 1018
- Understanding how and where to obtain support resources for completing the NF 1018

### ***Module 2 – Completing the NF 1018***

- A review of the NF 1018 and supplemental information
- Exercises to reinforce understanding of various sections of the report, including:
  - Heritage Assets
  - Transfers
  - Fees
  - Modifications
  - Reclassifications and Errors

### ***Module 3 – Overview of NESS***

- How to navigate the NF 1018 Electronic Submission System (NESS)

### ***Case Study***

- In-depth exercise which ties together the concepts learned in class

There is no fee for the course. **If you are interested in taking the course, please submit the attached Training Request Form.** You should indicate the dates and locations which best suit your needs. Classes will be held based on demand; NASA will try to schedule classes on dates and at locations to best accommodate most respondents' preferences. Once your form is on file, you will be notified of any scheduled classes, even if they do not reflect your stated preferences.

Training Request Form  
Reporting NASA Property in the Custody of Contractors  
(NASA Form 1018)

You can request the NF 1018 training:

*By e-mail \*preferred method\**: complete the following form and e-mail it to [dmarks@hq.nasa.gov](mailto:dmarks@hq.nasa.gov)

*By fax*: complete the following form and fax it to (202) 358-2952

For questions about the NF 1018 training course, contact Darwina Marks (NASA HQ) at (202) 358-0989 or [dmarks@hq.nasa.gov](mailto:dmarks@hq.nasa.gov) .

Name: (please print clearly)	
Title:	
Company/Organization/ Office:	
Phone:	
E-mail:	
Fax:	
If Contractor, at which Center is your contract administered?	
<b>Preferred</b> Training Date (month/year):	
<b>Second Choice</b> for Training Date month/year:	
<b>Preferred</b> Training Location (city & state or geographic area):	
<b>Second Choice</b> for Location (city & state or geographic area):	
Please describe any special needs you may have (wheelchair access, etc):	